

Department of Higher Education

POSITION TITLE: Director

DEPARTMENT: Division of Private Occupational Schools

**REPORTS TO POSITION TITLE: Executive Director and Deputy Executive Director,
Department of Higher Education**

CLOSING DATE: 4/1/2012

COMPENSATION: Competitive

POSITION SUMMARY: Position assures regulatory compliance of post-secondary private occupational schools approved pursuant to the Private Occupational Education Act of 1981 (Title 59, Article 12, Colorado Revised Statutes), and is responsible for managing the programs that enforce minimum standards of performance in the private occupational school industry.

ESSENTIAL DUTIES/RESPONSIBILITIES: The position directs the internal affairs of the Division by performing all facets of performance management; establishes position assignments; manages staff workload and outsourced contracts; develops, authorizes and justifies budget expenditures and fees in accordance to statute; and develops and implements the Division's business plan to accomplish program area objectives and measures.

The Director works directly with the Board of Private Occupational Schools to structure and conduct Board business; develop work agendas and frame issues for the Board's review; conduct investigations, as necessary; ensure compliance with agency statutes, rules and orders; determine eligibility of private occupational schools with statutory minimum standards; issue orders and subpoenas, as necessary; coordinate educational outreach activities and technical assistance efforts for schools; and, establish and maintain positive communication and working relationships with the Board and private occupational school and career college industry.

The position engages in regulatory policy analyses and the development of policies, rules and/or legislation for new and existing programs as needed. The position also ensures that existing programs' rules and policies are current and appropriate.

Additional responsibilities:

- Works closely with Private Occupational School Board, task forces, and other state agencies in maintaining effective partnerships in the regulation of the private occupational school industry.
- Plans, administers and conducts public Board meetings and public rulemaking hearings.
- Presents workshops and seminars for the school industry as needed.
- Works closely with assigned Assistant Attorney General to ensure that rules and regulations and Division policies and procedures comply with state law.
- Ensures schools' compliance with statutory requirements and Board rules and regulations.
- Oversees staff-level handling of certificate of approval applications and regulation of

schools and programs in accordance with statute and rules and regulations, and the review and resolution of student complaints.

- Manages Division budget, personnel, outsource contracts, collaborative partnership agreements and interagency memoranda of understanding in accordance with state fiscal and Department of Higher Education rules.

SUPERVISORY DUTIES: Supervision of division personnel (approximately 6 FTE); assigning of staff duties and responsibilities; support of staff development and training; continuing professional development; and employee performance appraisal.

OTHER DUTIES/RESPONSIBILITIES: Performs other duties as assigned.

ESSENTIAL JOB QUALIFICATIONS:

Knowledge, Skills and Abilities

- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Effective written and verbal communication skills.
- Understanding written sentences and paragraphs in work related documents.
- Strong analytical aptitude and awareness of regulatory systems.
- Computer skills.
- Motivating, developing, directing and supporting staff.
- Strong interpersonal skills.
- Knowledge of state fiscal rules, legal systems, and state activities.
- Experience working with regulatory or governing boards.

Minimum Qualifications:

Education: Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Political Science, Business Administration or related field. Graduate degree in a related field preferred.

Experience: Five (5) years of professional experience in a regulatory environment, public administration, private occupational school or higher education administration or related industry. Experience working with governing boards and managing professional staff.

Substitution: Professional experience in the areas noted above which provided the same kind, amount and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree. A Master's or Doctorate degree from an accredited college or university in Public Administration, Business Administration, Education or related field can be substituted for the Bachelor's degree and one (1) year of experience.

Definition of Professional Experience: Work that involves exercising discretion, analytical skill, judgment, and personal accountability, and responsibility for creating, developing,

integrating, applying, and sharing an organized body of knowledge that characteristically is acquired through an intense education or training program at a recognized college or university; and equivalent to the curriculum requirements for a bachelor's or higher degree with major study in or pertinent to the specialized field.

Preferred Qualifications:

- Knowledge of Boards and state agencies, operations and budget processes
- Experience in program management and state government
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resource modeling, leadership techniques, and the coordination of people and resources.
- Demonstrated ability to work with a wide variety of stakeholders – board members, agency partners, legislators, students, industry representatives, attorneys, and the general public.
- Staff supervision and performance management.
- Knowledge of postsecondary private schools and colleges and the occupational and vocational training industry.
- Advanced degree in law, public administration, business management, or related field.

Requirements: Valid Colorado state driver's license. Periodic in-state travel requiring occasional overnight stays. Criminal background check.

Physical Activities:

- **Light** - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.
- **Stooping** - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- **Handling** - Seizing, holding, grasping, turning, or otherwise working with hand or hands, fingers are involved only to the extent that they are an extension of the hand.
- **Fingering** - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- **Talking** - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients, or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing** - Perceiving the nature of sounds. Used for those activities that requires ability to receive detailed information through oral communication.
- **Near Acuity** - Clarity of vision at 20 inches or less.
- **Cognitive Abilities** - Able to understand complex cognitive issues.
- **Computer Literacy** - Able to use all functionality of a computer.

Working Conditions: Works in a normal office environment with standard office equipment (such as phones, fax, copiers and personal computers). The normal working hours are 8 am to 5 pm, Monday through Friday, may be required to work additional hours (evenings & weekends) depending on needs of the business.

This position is non-classified and exempt from the rules of the Colorado State Personnel Board. Position is not eligible for overtime compensation.

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry

TO APPLY: Go to <http://agency.governmentjobs.com/colorado>

Or submit your resume to:

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